

---

## CALL FOR EXPRESSIONS OF INTEREST FOR VACANT REGIONAL DIRECTOR POSITION

January 08, 2020

Horse Council BC is accepting applications for one position for a vacant HCBC Regional Director Vancouver Island North positions. Prospective candidates interesting in serving on the Board of Directors are encouraged to review the roles and responsibilities, eligibility information, timelines, instructions and submit a completed Regional Director Expression of Interest application package by the deadline.

A Call for Expression of Interest for regional director:

- Vancouver Island North

for the remainder of a two-year term (ending December 31, 2021)

Ideal candidates include dedicated individuals with the dynamic and relevant skills to take on a leadership role in the governance of the organization. Directors will have the opportunity to help HCBC effectively deliver on the mission, vision of the organization.

**Mission:** Horse Council British Columbia is a member service organization that collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver.

**Vision:** Horse Council BC strives to represent ALL horse people in BC regardless of discipline, breed orientation, or sport. We endeavor to be an association that anyone active in the horse sector is proud to be a part of. We are accessible to all our members and communicate with them on both a professional and personal level. We ensure that we set an example for all other associations to follow.

### Important Dates

The timelines for application is as follows:

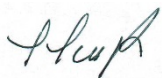
- January 08, 2020 – Call for Expressions of Interest
- January 27, 2020 – Date of Record for the Expressions of Interest
- January 27, 2020 – Applications Close at 4:00 p.m. PT
- February 11, 2020 – Decisions on appointments deadline

Members that have submitted an Expression of interest will be notified within 14 days of the decision

Expressions of Interest application forms are available on the next pages of this document. Completed application packages must be submitted to the office marked “Attention: Returning Officer”, no later than **4:00 pm Monday, January 27th.**

If you have questions please contact the office at the numbers listed below.

Sincerely,



Lisa Laycock  
Executive Director, Horse Council BC



---

## REGIONAL DIRECTOR ROLES AND RESPONSIBILITIES

---

**POSITION:** REGIONAL DIRECTOR

**ACCOUNTABLE TO:** The President and the Board of Directors

**FUNCTION:** To grow the HCBC membership and strengthen the HCBC connection with members in the Region

Directors have fiduciary duty to act in the best interests of the society and with a view to its purposes. These come from common law and statute. Fiduciary duties include a duty of care and a duty of loyalty to the organization.

“**Regions**” mean geographic areas of the Province whose boundaries are established by the Board of Directors and which may be altered by the Board of Directors from time to time.

[For a Map showing Regions and List of communities by Region click here](#)

The Regional structure starts with voting members residing within a designated Region. The voting members residing in each Region are entitled to elect one representative for a two year term to the Horse Council Board of Directors.

The Regions are not legal entities unto themselves. The ultimate financial and legal responsibility for all activities conducted in the name of Horse Council rests with the Directors.

**Funding for Regions**, which is held by Horse Council BC, comes primarily from the Regions’ portion of the annual membership dues, which is determined by Board resolution. Additional funds may be available through other grant programs and through unique equestrian activities organized specifically to benefit the Region. Please refer to HCBC Finance Policy and Grant Funding Procedure Guidelines.

### QUALIFICATIONS & REQUIREMENTS

- HCBC voting member in good standing
- Ability to collaborate on committee work
- Knowledge of and commitment to the mission, vision, purpose and programs of HCBC
- Ability to meet deadlines
- Strong communication skills
- Access to email or other current technology of the day for communication and meetings
- Some travel required

### TIME COMMITMENTS

- Bi-annual Board of Director meetings including preparation and submission of reports
- Ability to commit volunteer time of a minimum of five hours per month
- Board Committee meetings and work where applicable



## **DUTIES & RESPONSIBILITIES:**

### **Regional Directors**

- Represent and promote HCBC within your Region to existing and prospective members and clubs and to the equine community at large.
- Keep Executive Director of HCBC apprised of relevant issues or concerns within the Region
- Strengthen the HCBC connection with members in the Region
- Participate or liaise with provincial, municipal or district levels of government and committees in your Region. Encourage members to populate local committees in order to encourage awareness and respect for equine related issues and concerns
- Where possible maintain current knowledge of programs/activities and projects
- Work with HCBC to promote/organize participation in BC Summer Games, BC 55+ Games, and all HCBC programs.
- May be asked by HCBC operations to assist and/or represent HCBC at events within their Region.
- Comply with policy and procedure for distribution of grant funding
- Serve as an advocate and act in the best interest of HCBC
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Be accessible to members, staff and directors as needed
- Willingness to sit on committees of the Board
- Write brief Regional reports for meetings
- Fulfill commitments within the agreed upon deadlines
- Collaborate and communicate with other Regional Directors and Affiliates

### **Welfare and Emergency Response**

- Be familiar with HCBC Policy around responding to concerns regarding welfare of equines in your region.
- Be familiar with HCBC capacity to respond to crises such as: Drought (hay shortage), Fire, Flood or any other situation possibly requiring evacuation.
- Media responses to Equestrian issues are handled by HCBC operations.



## Regional Director Expression of Interest Form

All applicants for a Regional Director position must be current Horse Council BC adult members in good standing as of January 27, 2020.

All applications must have a two supporting names of current Horse Council BC adult members in good standing as of January 27, 2020.

Completed nomination forms must be accompanied by the following:

- a brief biography of no more than 500 words (PDF or Word format); and
- completed Consent to Act as a Director form (see page 6 below).

**All applications must be submitted to: [administration@hcbc.ca](mailto:administration@hcbc.ca) office marked "Attention: Returning Officer", no later than 4:00 pm Monday, January 27, 2020.**

All applicant biographies, may be published on the HCBC website at [www.hcbc.ca](http://www.hcbc.ca) or in the E-news. By submitting this Application Form you consent to allowing this information to be published and if appointed as a Director agree to adhere to the Code of Conduct and other policies and procedure and screening requirements of Horse Council BC.

Name of Applicant: \_\_\_\_\_ HCBC# \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Region: \_\_\_\_\_

Supporting name:

1) \_\_\_\_\_ HCBC # \_\_\_\_\_

Supporting name:

1) \_\_\_\_\_ HCBC # \_\_\_\_\_



**BIOGRAPHY (maximum 500 words):**

Please include your professional background and what skills you will bring to the HCBC Board of Directors and the BC Equine Industry. Key competencies and experience should be highlighted such as legal, business, finance, governance, recreation, non-profit leadership, marketing, communication, fundraising, equine health sciences, sport leadership, equine production or coaching.

**Region:** (applicants please select the Region in which you reside) [Find your Region here](#)

Vancouver Island North



## CONSENT TO ACT AS DIRECTOR

To: *HORSE COUNCIL OF BRITISH COLUMBIA* (the “Society”)

I hereby consent to act as a director of *HORSE COUNCIL OF BRITISH COLUMBIA*. My consent will continue to be effective until I resign as a director, my term of office has expired or I revoke my consent. I certify that I am not disqualified from acting as a director under s. 44 of the *Societies Act* (British Columbia).

Date:

\_\_\_\_\_  
[director/nominee name]

\_\_\_\_\_  
[director/nominee signature]

Prescribed Address\*: [prescribed address]

Delivery: [delivery address]

Mailing: same or [mailing address]

\*Prescribed address is the “office” or place where an individual can usually be served during the hours of 9 a.m. to 4 p.m. on business days, or it is the individual’s residential address. Delivery must be a physical address, while mailing may include or be a PO Box.

## SOCIETIES ACT (BRITISH COLUMBIA)

### Persons qualified to be directors

44

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of

(A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

(B) the imposition of a fine,

(C) the conclusion of the term of any imprisonment, and

(D) the conclusion of the term of any probation imposed, or

(iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.



## CODE OF CONDUCT POLICY

### Preamble

#### **We believe:**

That it is the right and responsibility of Horse Council BC to set standards in matters of ethics, sportsmanship and the welfare of the equine and in all matters under its jurisdiction.

That it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship, fair play and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interests of the organization.

That Board members should observe the spirit as well as the letter of this Code of Conduct.

That serving on the Board is a privilege, not a right and that such a position may be suspended, terminated or rejected following appropriate procedures. In particular, Board members who miss 3 consecutive meetings without cause, or who are inactive in promoting Horse Council between Board meetings may be asked to resign by majority vote of the Board.

#### **Board members are expected to:**

- Be trustworthy, exhibit honesty, loyalty and discretion in all equestrian related activities.
- Issue public statements only in an objective and truthful manner.
- Keep confidential information confidential
- Uphold issues of safety and fairness in all aspects of equestrian sport.
- Conduct themselves in a manner which reflects the values and ethics of Horse Council BC.
- Represent their skills and abilities fairly and accurately
- Never engage in any form of harassment, discrimination, inequitable or disrespectful treatment of any individual
- Develop and advocate policies and procedures that foster fair, consistent and equitable treatment for all
- Adhere to HCBC confidentiality and conflict of interest policy and guidelines.
- Be responsible for the commitments they make to and on behalf of Horse Council BC

Communicate promptly when they are unable to follow through on their commitments



## CONFLICT OF INTEREST POLICY

A conflict of interest occurs when a Board Member derives or appears to derive a personal benefit or financial gain as a result of, or in connection with, their role as a Member of the Board. A personal gain has occurred if the benefit falls to the Member or someone in the Member’s immediate family.

Voting Board Members must endeavor to keep all personal employment activities separate and distinct from Board responsibilities in order to prevent the appearance of a conflict of interest.

In addition, no one may be a voting member of the Board and a paid member of the staff of HCBC at the same time.

As soon as a Member identifies a potential conflict of interest s/he will disclose it to the Executive Committee of the Board where the status will be determined by unanimous vote. If the Executive Committee vote is not unanimous, the full Board must make the determination.

If a conflict of interest exists then, during any consideration of the matter by the Board, the Member must:

1. Abstain from participation in discussion or voting on the matter;
2. Refrain from influencing the voting in any way, either before or during the meeting; and

The minutes of the Board will record the existence of a conflict of interest and the actions taken in respect of above-noted points 1 and 2.

The Board may request the resignation of any Member who fails to disclose a conflict of interest.

## CONFIDENTIALITY POLICY

Whereas Horse Council of BC is responsible for protecting the confidentiality of certain information and whereas, from time to time Board members may be privileged to hear or read confidential information.

Be it resolved that all such information is to be treated with the utmost discretion, and is not to be discussed outside of the Board. A board member who fails to uphold this policy may be asked to resign.

**I have read, understand to the Code of Conduct, Conflict of Interest and Confidentiality Policies**

---

*[director/nominee name]    [director/nominee signature]    [date]*

---

Office Use Only:

Date and time received:

Complete:

RO: